Introduction to:
Post Graduate Survey
An Administrator's Guide
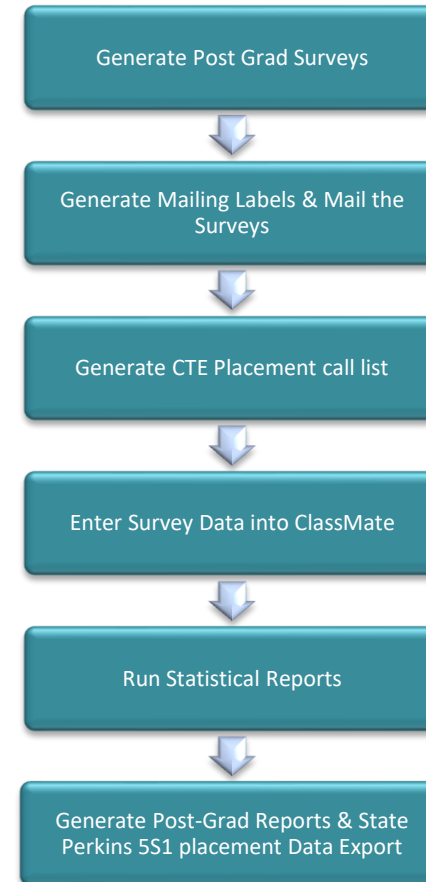
January 2021

Post Graduate Survey

According to State Reporting requirements, post-graduate surveys must be completed for all CTE students, who reached the concentrator level and left secondary education the previous year. (could include 11th graders who didn't return)

Surveyed students are limited to only those who have participated in Approved Programs.

ClassMate provides you with the actual survey template, along with the ability to enter post-graduate responses and generate a variety of statistical reports.

Generate Post Grad Surveys

↓

Generate Mailing Labels & Mail the Surveys

↓

Generate CTE Placement call list

↓

Enter Survey Data into ClassMate

↓

Run Statistical Reports

↓

Generate Post-Grad Reports & State Perkins 5S1 placement Data Export
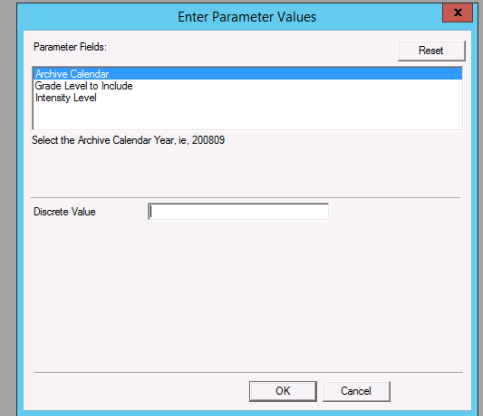
Post Graduate Survey

Getting Started

Generate the **CTE Placement Survey Letter**

Reports > Student Enrollment Options > CTE Placement Survey

Parameter Values to generate the report:
- Enter the **Archive Calendar (Format used must be 6 digits ex: 200809)**
- Select **Grade Level** to Include
- Select Intensity Level to Include

Post Graduate Survey

In an attempt to provide the best programs for our students, we are gathering information from former students such as yourself. Would you please take 5 minutes to complete this survey and return it to the address at the bottom of the form. Your input will be greatly appreciated. Thank you for your help. Please fill in all the appropriate fields and return the form.

Last Name:	Akian	Student ID (if known):	000000021
First Name:	Bradly	Birth Date:	04/02/1991
Middle Initial:	A	Graduation Year:	2010
Address:	1200 Harbor Boulevard	Program/Course:	Welding Technology/Welder
		High School:	Phoenix High School
City:	Phoenix		
State:	NY		
Zip Code:	13135		

Current Status (Please Check all that Apply):

☐ Employed
  ☐ Full-Time   ☐ Part-Time
  Employer:
  Position:
  Pay Rate (Optional:
  Related to your Program? ☐ Yes ☐ No

☐ Military Service
  ☐ Full-Time   ☐ Part-Time
  Branch:
  Specialization:
  Related to your Program? ☐ Yes ☐ No

☐ Attending/Attended Institute of Higher Learning
  ☐ Full-Time   ☐ Part-Time
  Institution: Graduation Date:
  Major:
  Related to your Program? ☐ Yes ☐ No
  Completed a State or Industry-recognized Certification or Licensure? ☐ Yes ☐ No
  Completed Courses that award Postsecondary credit? ☐ Yes ☐ No
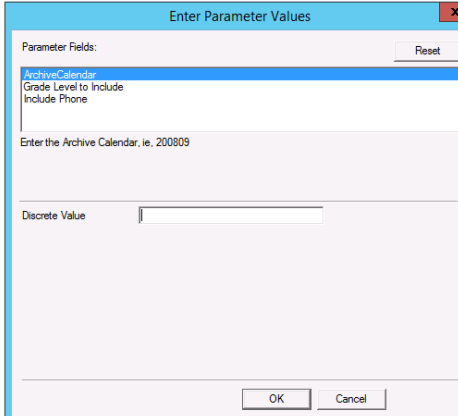
Post Graduate Survey

Getting Started
Survey Letter – Generate Survey Labels

Reports > Student Enrollment Options Folder > CTE Survey Labels

Parameter Values to generate the report:
- Enter the **Archive Calendar (Format used must be 6 digits ex: 200809)**
- Select **Grade Level** to Include
- Select Yes/No to Include Phone

The labels print in the same order as the survey letters.
Please ensure you are using **Avery labels**

Bradly A Akian 1200 Harbor Boulevard Phoenix, NY 13135	Christopher J Akian 1200 Harbor Boulevard Central Square, NY 13036	Frank T Akian 1200 Harbor Boulevard Fulton, NY 13069
John Akian 1200 Harbor Boulevard 59 Hurlbut Rd Mexico, NY 13114	Marshal V Akian 1200 Harbor Boulevard Brewerton, NY 13029	Shawn Akian 1200 Harbor Boulevard Oswego, NY 13126
Shawn Akian 1200 Harbor Boulevard Mexico, NY 13114	Shelbie Akian 1200 Harbor Boulevard Williamstown, NY 13493	Alexander W Burson 1200 Harbor Boulevard Phoenix, NY 13135

Post Graduate Survey

Getting Started
Data Entry

Modules > Student Enrollment Options > Post-Graduate Survey

Select a Calendar Year/Survey Period
- Select the **Archive Year** from the drop down (Pulls from Archive Data)
- Select the **Survey Period** from the drop down (For State Reporting the 6-month survey period must be selected)

After selecting the **School Year** & **Survey Period** a process runs and when completed will display student names.
Student names that appear in Blue Font indicate a survey response exists for the indicated school year

Select a **Student Name** to display archived demographic information for the student in the top portion of the screen.

Editing Demographic Data

Select any **Demographic Field** in **Black** font and edit as required. These fields contain dynamic data that is likely to need updating.

Demographic fields in **Grey** **CANNOT BE EDITED**. These fields contain static data that should not be changed after a student graduates.
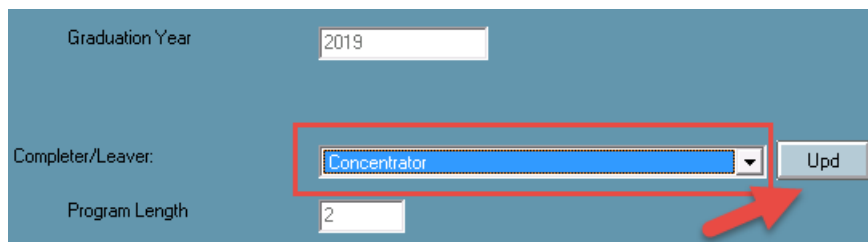
Post Graduate Survey

Getting Started
Data Entry

Post Graduate Survey

Data Entry
Completer/Leaver Status

Please note that if the 6 Month Survey Period is selected the **Completer/Leaver Status** will default using the following definitions:

One Year Program

- Completer: All 4 MP's with Passing Grade
- Lever (enrollee) :   1 MP with Passing Grade
- Leaver (Participant): < 10 weeks; 2 MP's with Passing Grade
- Leaver (Concentrator):   >= 10 weeks; 3 MP's with Passing Grade

Two Year Program

Completer: All 8 MP's with Passing Grade
Lever (enrollee) :   1 or 2 MP with Passing Grade
Leaver (Participant):   < 10 weeks; 3,4 or 5 MP's with Passing Grade
Leaver (Concentrator):   >= 10 weeks; 6 or 7 MP's with Passing Grade

NY ONLY – Enrollee no longer accepted – only Participant & Concentrator / ALL students start out as Participant.
The system looks at the length of the program being reported for the student:
If it is a 1 year program, if they have completed more than 23 weeks they become a Concentrator.
If it is a 2 year program, if they have completed more than 45 weeks they become a Concentrator

Post Graduate Survey

Data Entry

Completer/Leaver Status

Please note that if the **1 ,3,5 or 10 Year Survey Period** is selected the **Completer/Leaver Status** will need to be manually updated. This is a **REQUIRED** field.

If you have not selected a **Completer/Leaver Status** for the student, you will see a display message prompting the selection. The survey data entered will **NOT** be saved without a Completer/Leaver status selection.
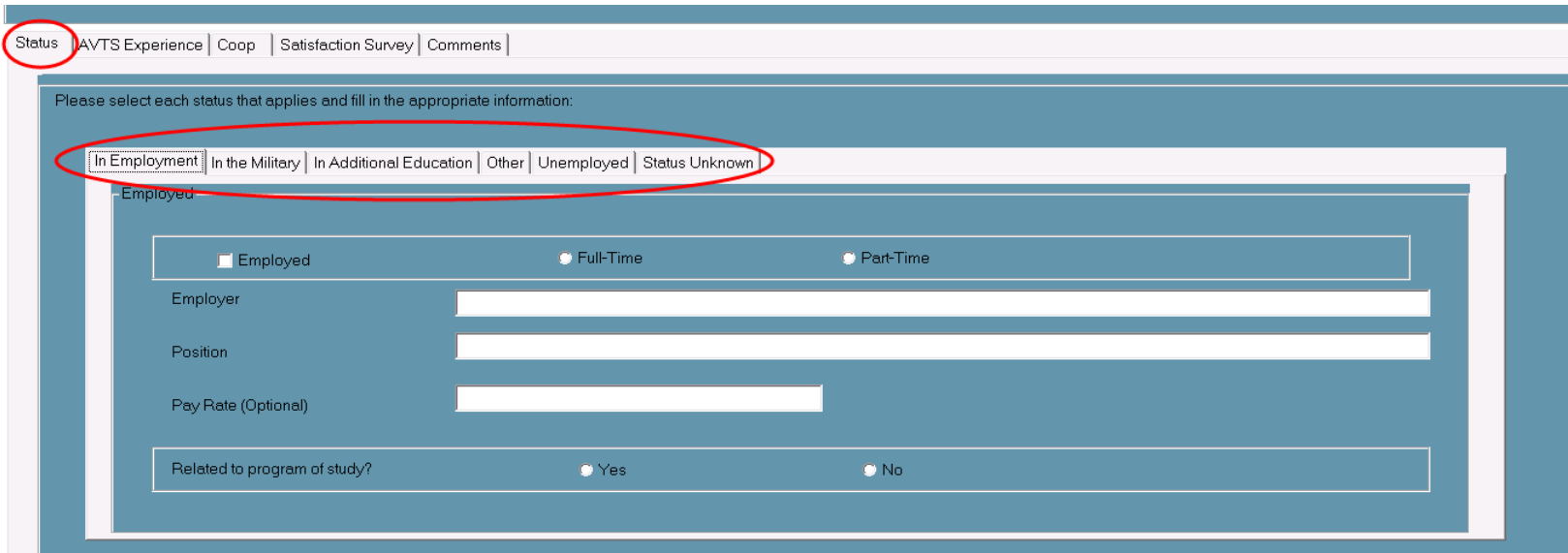
Post Graduate Survey

Data Entry

Status Tab

Select the **Status Tab** to populate survey data related to known data in the appropriate fields on the below tabs:

- **In Employment**
- **In the Military**
- **In Additional Education**
- **Other**
- **Unemployed**
- **Status Unknown**
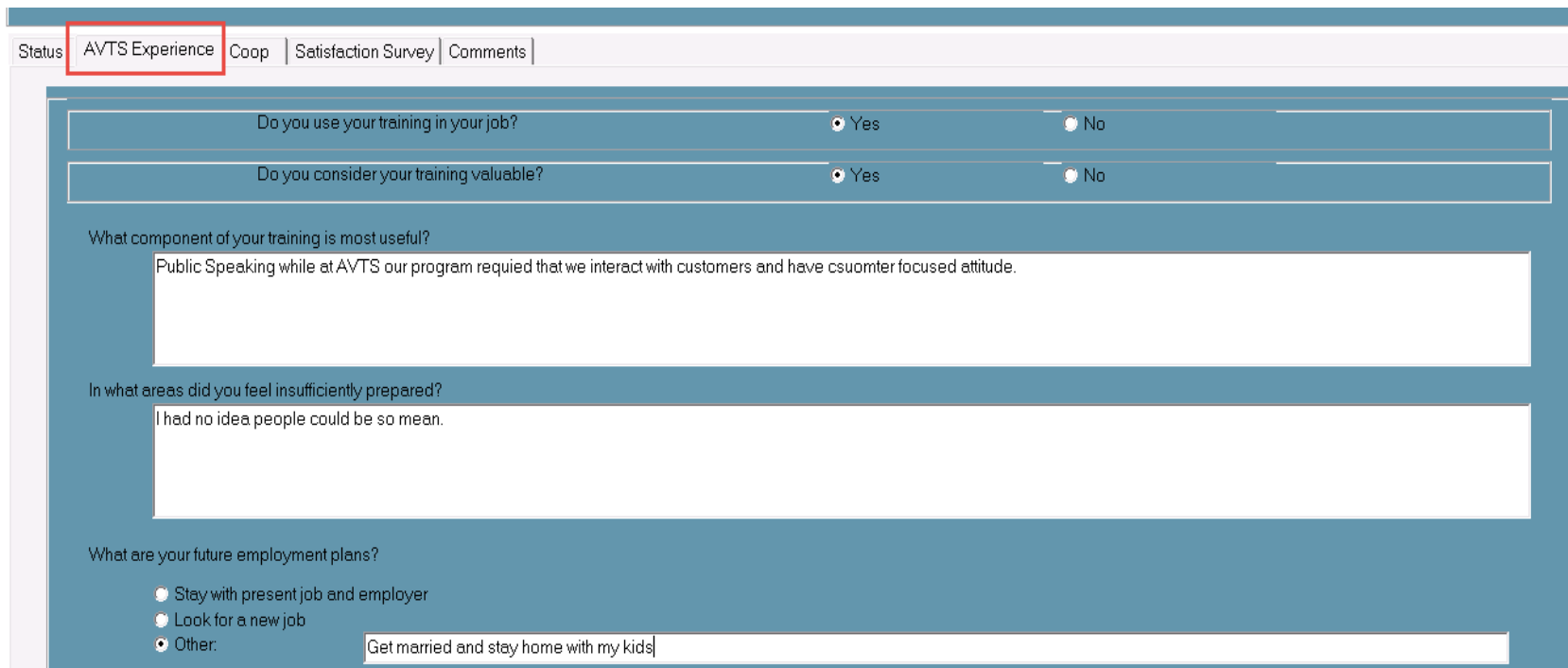
Post Graduate Survey

Data Entry

AVTS Experience Tab

Select the **AVTS Experience Tab** to populate survey data related to known data in the appropriate fields below:

- **Job Training Data:** Usefulness and value of the AVTS program
- **Training Components:** Strengths & Weaknesses
- **Future Employment Plans**

Post Graduate Survey

Data Entry

COOP Tab

Select the **COOP Tab** to populate survey data related to known data in the appropriate fields below:

- **Coop Participation**
- **Coop Employment & Employer**
- **Coop Program:** Strengths & Weaknesses

Post Graduate Survey

Data Entry

Satisfaction Survey Tab

Select the **Satisfaction Survey Tab** to populate survey data related to known data in the appropriate fields below:

- **Classroom Facilities**
- **Lab Facilities**
- **Teaching Staff**
- **Curriculum Offerings**
- **Career Services**
- **Guidance Services**
- **Safe Educational Environment**
- **Clubs/Activities**
- **Preparation for Life Long Learning**
- **Overall Satisfaction**

STUDENT INFORMATION | FINANCIAL MANAGEMENT | SCHOOL NUTRITION

Post Graduate Survey

Post-Grad Survey Reporting

Post-Grad Status Validation

- Allow users to review grades & default completer/concentrator status
- Identified students can be manually edited if needed via the Post-Grad Survey module.
- Review and make edit using this report **prior** to your Export
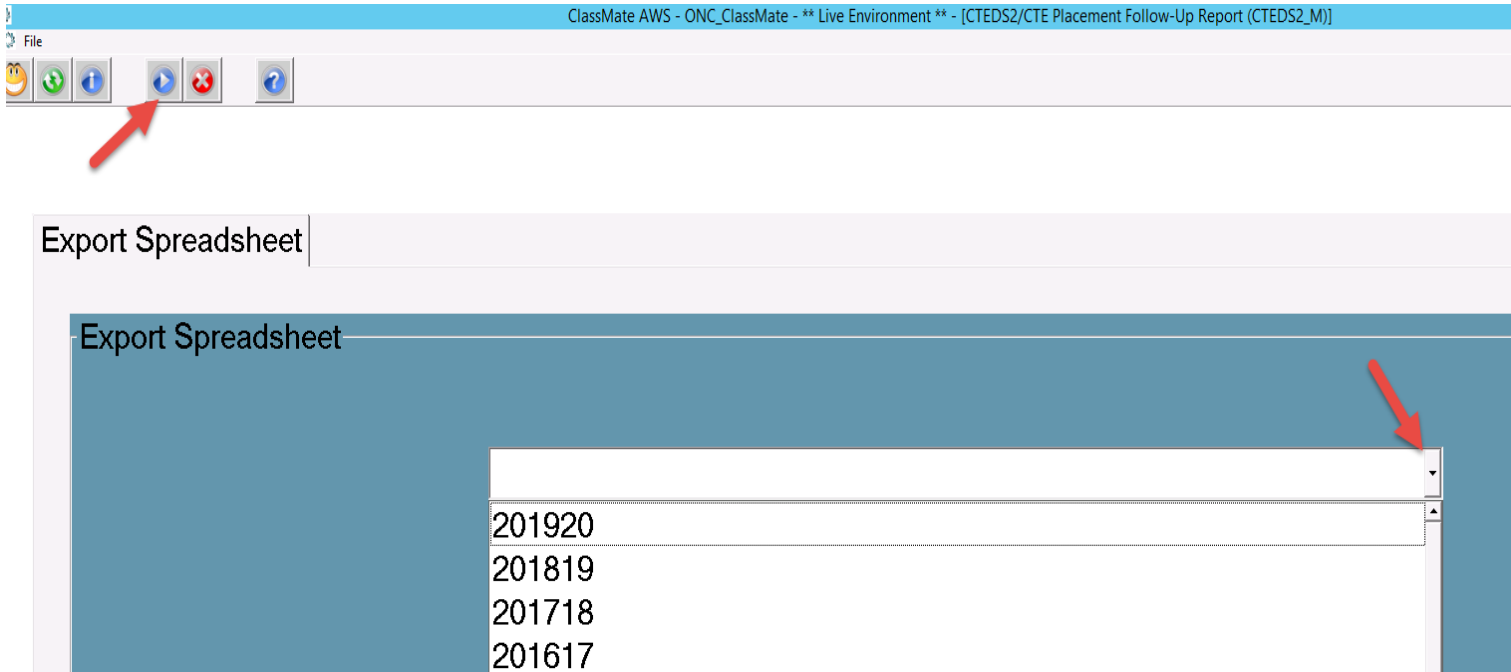
Post Graduate Survey

Post-Grad Survey Reporting

CTEDS2 CTE Placement Report

Modules > Student Enrollment Options > CTEDS2

Select the archive school year from the drop-down menu

Click the **"Run"** or **Blue** Arrow Icon to run the process

Post Graduate Survey

Post-Grad Survey Reporting

CTEDS2 CTE Placement Exported Spreadsheet)

After you have run the **Export Spreadsheet** process the export file is available to submit to the state. The File is named: **5s1PlaceFormAutochkLockxxxx.xls**

Please ensure you have access to the M: Drive when trying to locate the export file. The export file is located in M:\ClassMate\Export folder

		Student Population	Postsecondary Education and Advanced Training	Military	Employment: Related to CTE Program of Study	Other Employment: unrelated to CTE program	Other (not working and not seeking work, deceased, jailed)	Unemployed (not working but seeking work)	Status Unknown (no contact made after attempts)	Denominator (Auto-Calculated)	Numerator (Auto-Calculated)	Percent (Auto-Calculated)		
	BEDS Code	BOCES / District												
		Male								0	0	#DIV/0!		
		Female								0	0	#DIV/0!		
		Gender Total (auto calculated)	0	0	0	0	0	0	0	0	0	#DIV/0!		
		American Indian/Alaska Native								0	0	#DIV/0!		
		Asian								0	0	#DIV/0!		
		Black/African American								0	0	#DIV/0!		
		Hispanic/Latino								0	0	#DIV/0!		
		Native Hawaiian or Other Pacific Islander								0	0	#DIV/0!		
		White								0	0	#DIV/0!		
		Two or More Races								0	0	#DIV/0!		
		Race Ethnicity Total (auto-calculated)	0	0	0	0	0	0	0	0	0	#DIV/0!		
		Race/Ethnicity and Gender Check (auto-calculated - if not zero, data has errors)	0	0	0	0	0	0	0	0	0	#DIV/0!		
		Disability Status (ESEA/IDEA)								0	0	#DIV/0!		
		Economically Disadvantaged								0	0	#DIV/0!		
		Single Parent								0	0	#DIV/0!		
		Displaced Homemakers								0	0	#DIV/0!		
		Limited English Proficient								0	0	#DIV/0!		
		Migrant Status								0	0	#DIV/0!		
		Nontraditional Enrollees								0	0	#DIV/0!		
		Largest Special Population Count (auto-calculated)	0	0	0	0	0	0	0	0	0			
		Special Population and and Gender Check (auto- calculated - if greater than zero, data has errors)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			

Post Graduate Survey

Post-Grad Survey Reporting

CTEDS2/CTE Placement Report

Post Graduate Survey

Post-Grad Survey & CTEDS Reporting

There are many reports to choose from under Reports > Student Enrollment Options. If you don't see a report in your menu please assign using User Module Management or contact your site ClassMate System Administrator to request the report be assigned to your username.
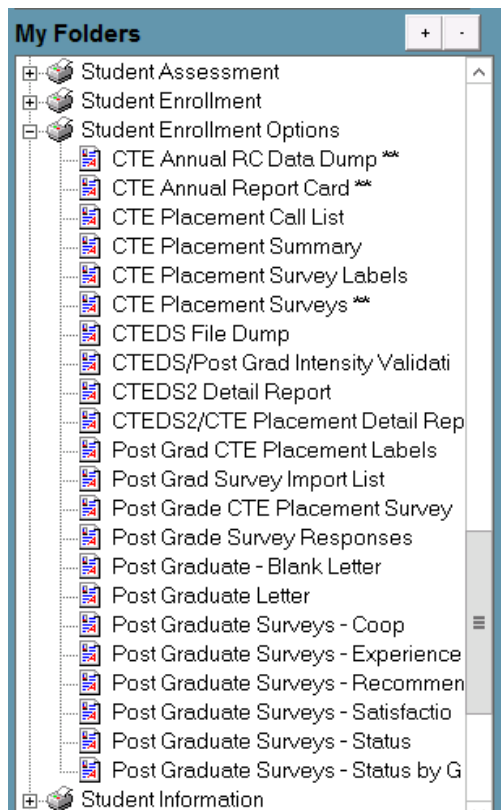
ClassMate
1660 Valley Central Parkway
Suite 500
Bethlehem, PA 18017

Questions? Contact us!
ClassMate HelpDesk
855-984-1228
support.classmate.net